



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM I

SUBJECT: Request for Proposals, Public Photocopying and Printing Vending Services, (RFP 13-095), Scheduled to Open: October 11, 2013; Date of Issue: September 19, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: October 8, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Add: Attachment H, City of San Antonio SBEDA Program Presentation – SBE Prime Contractor Program & MWBE Prime Contractor Program. Attachment is posted as a separate document.
2. Add language to: Section Change Dispensers, Page 5 to read as the following:

Bill Acceptance/Rejection Criteria

1. The bill validator shall determine the denomination and validity of a currency note using multiple methods. The bill validator shall be adjustable to differences in bills in circulation due to bill production and printing variances. The bill validator shall be adaptable to reject fraudulent currency that may be introduced to circulation.
2. Valid bills to be accepted by the bill acceptor shall include currency in general circulation in the following conditions:
 - a. New, old, and worn bills
 - b. Bills that have been folded, then unfolded
 - c. Bills that have been crumpled, then uncrumpled
 - d. Bills of current and recent printing series in general circulation
e.g. Old five-dollar bills still in circulation as well as "new" versions introduced since 2008.
(<http://www.newmoney.gov/newmoney/Inner-Sidebar.aspx>)
 - e. Clean and dirty bills
 - f. Damp bills
3. The bill acceptor may reject bills with the following physical defects. Bills with these defects are not considered as valid for purposes of determining acceptance rate:
 - a. Bills with torn corners with a side length exceeding 0.75 inch
 - b. Bills with sticky substances, such as tape or food smears
 - c. Bills with tears in them that exceed:
 - d. Longitudinally, one quarter of bill length
 - e. Transversely, one half of bill width
 - f. Bills that are saturated or have been washed
 - g. Bills with holes
 - h. Bills with staples, or other items attached to the bill
 - i. Bills with excessive pen, pencil, or marker lines

Bill Acceptance Rate

1. The bill validator shall meet the following acceptance rates for bills:
 - a. 95% of valid bills shall be accepted upon initial insertion.
 - b. 97% of valid bills shall be accepted within two insertions.
 - c. All known counterfeit bills, color photocopies of valid bills, duplicates made by other known means, foreign bills, and bills of denominations not accepted by the San Antonio Public Library shall be rejected upon every insertion.
2. The acceptance rate (AR) is defined as follows:

$$AR = \frac{I - R}{I}$$

where: I = Total number of valid bill insertions
 R = Total number of valid bill rejections

Bill Accuracy

1. The bill validator shall identify valid acceptable bills with at least 99.99% accuracy. Accuracy (A) is defined as follows:

$$A = \frac{V - M}{V}$$

where: V = Total number of bills accepted
 M = Total number of misidentified bills

3. Change: Section 003 – Background, Page 3, 3rd Paragraph, 2nd sentence to read:

“The City has established a photocopier price of \$.10/page and a printer price of \$.25/page for library patrons for services under this contract. Note, however, that price/revenue will be a factor in selection and award of the contract, so consideration to your proposed plan with possible price adjustments and any requirements to the Price Schedule, Attachment B, should be given in submitting a proposal.”

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On September 25, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Public Photocopying and Printing Vending Services Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

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|-------------|--|
| Question 1: | Can you explain how you are providing these services today? |
| Response: | The services are currently provided by DOCUmentation. DOCUmentation provides and maintains public photocopiers, printers and coin boxes at all locations listed in the RFP. |
| Question 2: | What type of equipment is being used today? |
| Response: | The type of equipment provided includes public photocopiers, printers and coin boxes. |
| Question 3: | Are the respondents allowed to propose a new solution? |
| Response: | The RFP provides Respondents with a perspective of how the services are currently provided. Respondents are allowed to propose a new solution in their submission which will be considered by the RFP evaluation committee. |
| Question 4: | How long have you had the Comprise system? |
| Response: | The SAM system contract provided by Comprise Technologies was installed in 2010. |
| Question 5: | What does the City expect in revenue from this contract? Is there a guarantee? |
| Response: | The revenue expectation is negotiable. Under the current contract, the vendor receives the majority portion of the revenue and the City receives a monthly check for the remaining portion of the revenue collected. There is no guaranteed amount of revenue. |

- Question 6: Are the charges per copy a set amount?
Response: See Change 3 above in this Addendum.
- Question 7: Are the photocopiers connected to the computers?
Response: No.
- Question 8: Can the photocopiers be eliminated?
Response: The Library would like to continue the photocopiers as a separate device from the printer function at this time.
- Question 9: Are there any color photocopiers in the fleet? Would the City consider color as an option?
Response: No. The City would consider color copiers; however, the cost of color photocopies would have to be submitted and approved by City Council through the budget process.
- Question 10: Do any of the photocopiers have faxing or scanning capabilities?
Response: No.
- Question 11: Would Library consider eliminating the use of currency and instead use a card system?
Response: The Library would consider an alternative pay solution; however, proposers should be advised that a large majority of our patronage prefers paying cash.
- Question 12: Does each printer have a coin op attached?
Response: Yes
- Question 13: Does the computer terminals route printer commands to the Comprise software server which has a coin op attached and after payment then routes the print job to the printer?
Response: Computer terminals route print jobs to the Comprise print release station, which after payment signalled by coin box, sends the print job to the printer.
- Question 14: How many coin op machines do you currently have, and what brand?
Response: 31 printers (Kyocera) with coin boxes (ACDI & ITC), 32 copiers (Toshiba) with coin boxes (Jamex).
- Question 15: Will the City accept using their merchant number to collect all proceeds and just pay a monthly lease?
Response: No, the City prefers to maintain the current relationship with the awarded vendor, i.e a turn-key revenue contract in which the vendor is responsible for providing, maintaining, and sustaining all photocopiers and printers as well as the collection of any cash revenues.
- Question 16: If the subcontractor is located in Dallas, can they register in the South Central Texas Regional Certification Agency (SCTRCA)?
Response: To qualify as a M/WBE subcontractor to be counted towards the 10% goal for this project, the Dallas firm that you intend to use has to fulfill all four criteria listed below:
1. Certified through the South Central Texas Regional Certification Agency (SCTRCA) as a SBE and MBE or SBE and WBE;
 2. Perform a commercially-useful function (*see definition in the solicitation*);
 3. Demonstrate "significant business presence" by showing that atleast 20% of total company employees are regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year;
 4. Registered in the San Antonio Electronic Procurement System (SAePS) with all the information above.
- Question 17: If a waiver is submitted, does it have to be approved in order for my proposal to be deemed responsive?
Response: Yes. If the waiver request is denied by the Small Business Office, failure of a respondent to meet the 10% M/WBE subcontracting requirement will deem it's response NON-RESPONSIVE.

Respondent may request a full or partial waiver of the subcontracting goal, for good cause, by submitting the *Respondent/ Vendor Subcontracting Waiver Request* form with the solicitation response:

1. Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
2. Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
3. Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver*
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature